

SALISBURY TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: May 15, 1991

REVISED: June 16, 2004

<p>1. Purpose SC 1327, 1330</p> <p>2. Definitions</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The Board requires that school-aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.</p> <p>Absence - Nonattendance of a pupil on days and half days when school is in session.</p> <p>Late to School - Absence of a student at the time a given day and/or half day of attendance begins. Students arriving at school more than ninety (90) minutes from the start of the school day, will be considered absent for one-half (1/2) day; students leaving school prior to ninety (90) minutes before dismissal, will be considered one-half (1/2) day absent. Students arriving at school more than ninety (90) minutes after the beginning of the second half of the school day, will be considered absent from school for that day.</p> <p>Excused Absence - Absence of a pupil for one of the following reasons: illness, quarantine, death in immediate family, impassable roads, excused due to the granting of a farm or domestic service emergency permit, exceptionally urgent reason which affects the child (prior administrative approval required).</p> <p>Unexcused Absence - Absence of a pupil for one of the following reasons:</p> <ol style="list-style-type: none"> 1. Truancy - nonattendance of a pupil on day(s) or half day(s) without permission of school administration and/or parents or guardians. 2. Illegal employment. 3. Parental neglect - i.e., visiting, away from home, shopping, doing report, overslept, etc. <p>Unlawful Absence - Unexcused absence for all pupils of compulsory school age--unlawful is always unexcused.</p>
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<p>SC 1326</p> <p>3. Authority SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41</p> <p>Title 22 Sec 11.21</p> <p>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117</p> <p>Pol. 118</p> <p>SC 510, 1318</p> <p>SC 1318 Pol. 233</p>	<p>Compulsory School Age - Period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight (8) years, until the age of seventeen (17) years (does not apply to kindergarten).</p> <p>Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.</p> <p>All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.</p> <p>Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.</p> <p>The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that s/he is under the guidance of a staff member so assigned and reports to such staff member the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.</p> <p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.</p> <p>It shall be the policy of the Board to consider the effectiveness and appropriateness to the pupil's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.</p> <p>The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy.</p>
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<p>SC 1330</p>	<p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.
<p>Title 22 Sec. 11.5, 11.32</p>	<ol style="list-style-type: none"> 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.
<p>SC 1327</p>	<ol style="list-style-type: none"> 3. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
<p>SC 1330</p>	<ol style="list-style-type: none"> 4. Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
<p>SC 1330</p>	<ol style="list-style-type: none"> 5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
<p>Title 22 Sec. 11.22, 11.34 SC 1327</p>	<p>The Board may excuse the following students from the requirements of attendance at the schools of this district: students receiving private instruction from a properly qualified tutor; homebound children unable to attend school on the recommendation of the school physician and students enrolled in special schools conducted by the Carbon-Lehigh Intermediate Unit or by the Department of Education.</p>
<p>SC 1332, 1333</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent shall develop procedures for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<ol style="list-style-type: none"> 1. Ensure a school session which is in conformity with requirements of the rules of the State Board.
<p>SC 1332, 1339</p>	<ol style="list-style-type: none"> 2. Govern the keeping of attendance records in accordance with rules of the State Board.

<p>SC 1546 Title 22 Sec. 11.21</p>	<p>3. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.</p> <p>The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.</p>
<p>5. Guidelines SC 1329, 1330</p>	<p>A. Excuses: Students must present a signed excuse with a valid reason from their parents or guardians to their homeroom teachers no later than the fifth day after returning to school from an absence. Excuse blanks will be available in homerooms and in the office for all students who are absent. If the signed excuse blank is not returned within five (5) days after returning to school from an absence, the absence will be considered unexcused.</p> <p>B. Make-up Work: Students who are absent are responsible upon returning to school to see each of their teachers and make arrangements to make up work missed. Students are to complete all make-up work within five (5) school days from the date of their return to school, or they will receive a zero for the incomplete work. Teachers may extend the five-day limit for extenuating circumstances such as length of absence and/or importance of work missed.</p> <p>C. First Notice</p>
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>1. Written Notice to Parents: the school district's official first notice signed by the Superintendent or designee is sent to the home by mail (registered) when the student has accumulated three (3) or more unlawful absences.</p> <p>2. Closing of First Offense: after three (3) calendar days or the return of student to school after the serving of the notice.</p> <p>D. Second Offense: The next time a student is unlawfully absent after the first offense closing, a warrant on the parent shall be served through the office of an alderman, magistrate, or justice of the peace. The serving of the warrant by the truant officer (police) closes the second offense. The next time...constitutes, the third offense..., etc. It is only necessary to serve the official notice to the parents one (1) time during the school term.</p> <p>E. Unlawful/Unexcused Absences: These absences will accumulate and will result in the application of the Compulsory Attendance Laws and other district policies.</p>

- F. Truancy: Students who are truant shall not be permitted to make up work and will receive a zero for work missed. Students who make up work for days absent that are later determined truant will have that work voided.
- G. Students who have reached their seventeenth (17th) birthday shall adhere to the district's attendance policy. In lieu of first offense (outlined above for students of compulsory age), a parent conference will be held after three (3) days of unexcused absence (not necessarily continuous). After the next unexcused absence a parental conference will be held, and the student will be placed on an individualized attendance contract. If the student violates the terms of his/her contract, the case will be reviewed by the principal, and the principal will determine if the student will be referred to the Superintendent and the Board for possible expulsion.
- H. Vocational-Technical students will adhere to all attendance policies.
- I. Students who are late, ill or truant may not participate in in-school related activities on the day or evening of the absence without prior approval from the school administration. **Activity** is defined as practice, scrimmage, game, play, rehearsal, meeting and any other school-related event.
- J. Absence From and Lateness To Class: If the pupil was detained by a teacher, s/he shall be required to bring an admission slip from the teacher. In the event s/he has been late because of his/her own negligence, the teacher shall assign detention, and the student will not be permitted to receive credit for work missed.
- K. Frequent Absences: Absence due to the student's illness, death in the immediate family, or extenuating circumstances as approved by the administration is considered an excused absence. A parental excuse of sickness for a child's absence from school is usually sufficient. If, however, a student's absence from school for illness is frequent, an excuse from the family's physician will be required. A letter indicating concern as to the child's attendance pattern will be sent after an accumulation of ten (10) days of absence. A physician's excuse will be necessary after an accumulation of fifteen (15) days of absence.
- L. Early Dismissals: Are to be limited to only necessary appointments which cannot be scheduled except during school hours. Early dismissal forms can be obtained in the main office and should be submitted a day prior to request.